

# DCO Hire / Rehire Procedure

## Introduction


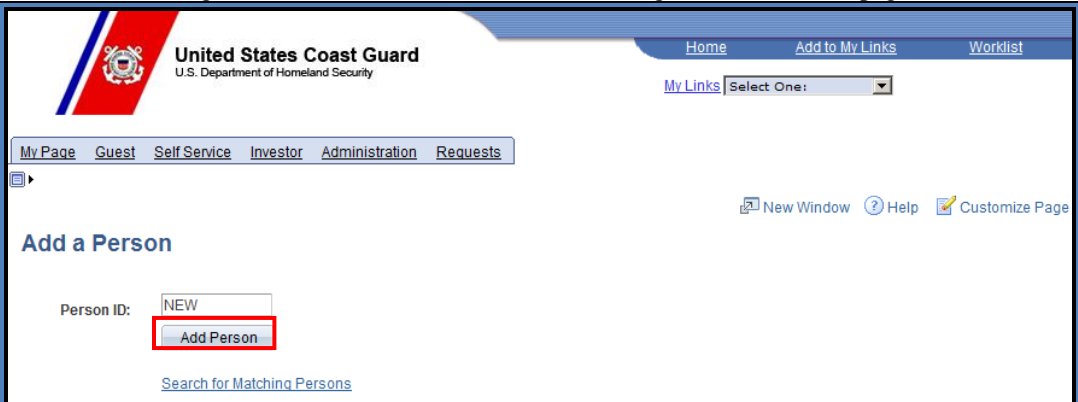
This section provides the procedure for completing the accession of a direct commission officer (DCO) with or without prior service.

## Procedural Warning

Some of the screen shots in this guide reflect a hire directly onto active duty. However, many DCOs are hired into the SELRES and issued Extended Active Duty (EAD) orders. In step 19, be sure to set **Regulatory Region** on the Work Location tab to “RSV” to effect a hire into the Reserve Component.

## Procedure

Follow these steps to complete the accession of a DCO.

Step	Action
1	 <p>From the Portal Page, select <b>Add a Person</b> from the Servicing Personnel Office pagelet.</p>
2	 <p>Click the <b>Add Person</b> button.</p>

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## DCO Hire / Rehire Procedure, Continued

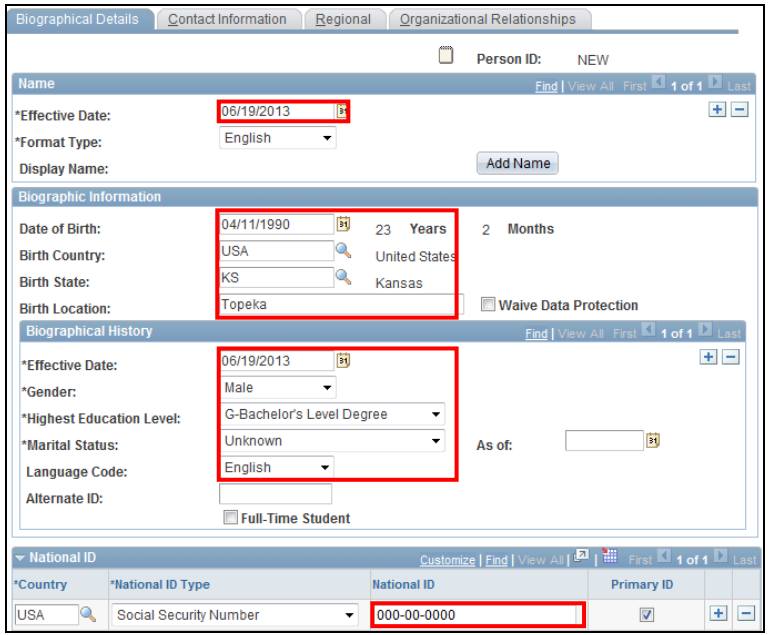
### Procedure (continued)

Step	Action
3	<div><div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>Organizational Relationships</div></div><div>Person ID: NEW</div><div><div>Name</div><div>Find   View All   First 1 of 1   Last</div><div>*Effective Date: 06/19/2013</div><div>*Format Type: English</div><div>Display Name: Add Name</div></div><div><div>Biographic Information</div><div>Date of Birth: 0 Years 0 Months</div><div>Birth Country: USA United States</div><div>Birth State:</div><div>Birth Location: Waive Data Protection</div></div><div><div>Biographical History</div><div>Find   View All   First 1 of 1   Last</div><div>*Effective Date: 06/19/2013</div><div>*Gender: Unknown</div><div>*Highest Education Level: A-Not Indicated</div><div>*Marital Status: Unknown As of:</div><div>Language Code:</div><div>Alternate ID: Full-Time Student</div></div><div><div>National ID</div><div>Customize   Find   View All   First 1 of 1   Last</div><div>*Country: USA</div><div>*National ID Type: Social Security Number</div><div>National ID</div><div>Primary ID</div></div></div>

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## DCO Hire / Rehire Procedure, Continued

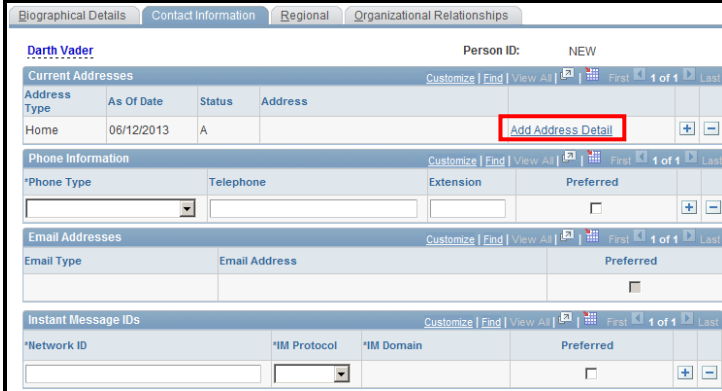
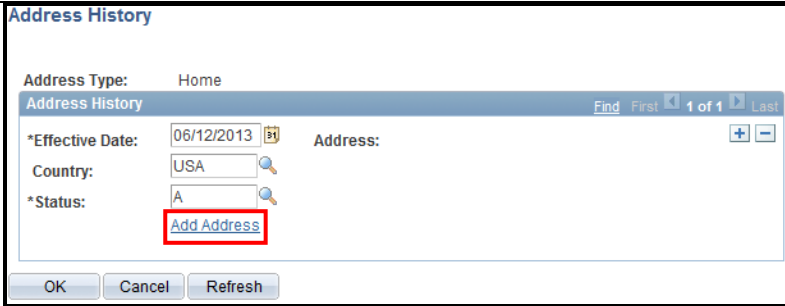
Procedure (continued)

Step	Action
5	 <p>The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.</p> <ul style="list-style-type: none"> <li>• Date of Birth: Enter the member's date of birth.</li> <li>• Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.</li> <li>• Birth Location: City/Town of birth.</li> <li>• Gender: Click the dropdown and select appropriate gender.</li> <li>• Highest Education Level: Click the dropdown and select education level.</li> <li>• Marital Status: Click the dropdown and select applicable status.</li> <li>• Language Code: Click the dropdown and select English.</li> <li>• National ID: Enter the member's Social Security Number.</li> </ul> <p>When completed, select the <b>Contact Information Tab</b>.</p>

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## DCO Hire / Rehire Procedure, Continued


Procedure (continued)

Step	Action
6	 <p>The system defaults the first address as Home and the As Of Date is the date of hire.</p> <p>Select the <b>Add Address Detail</b> link.</p>
7	 <p>The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated.</p> <p>Select the <b>Add Address</b> link.</p>

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## DCO Hire / Rehire Procedure, Continued

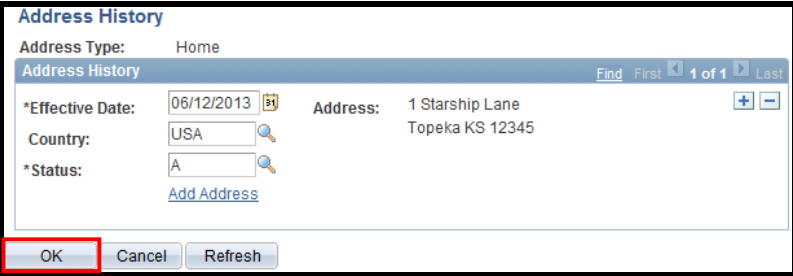
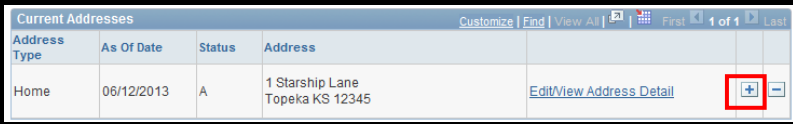

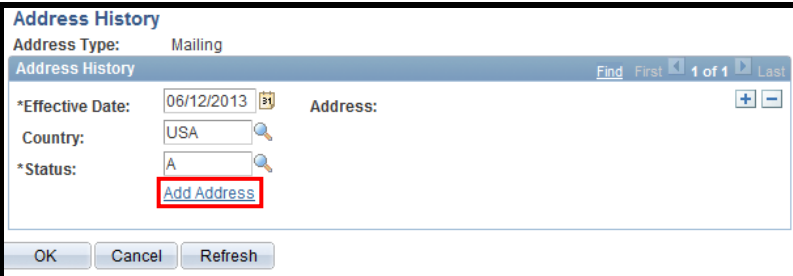
Procedure (continued)

Step	Action
8	<div><div><div><b>Edit Address</b></div><div><div>Country: United States</div><div>Address 1: 1 Starship Lane</div><div>Address 2:</div><div>Address 3:</div><div>City: Topeka State: KS  Kansas</div><div>Postal: 12345</div><div>County: Shawnee</div><div>OK Cancel</div></div></div><div><div>Address 1: Number/street name</div><div>Address 2: Not used</div><div>Address 3: Not used</div><div>City: Enter address city</div><div>State: Enter Address state</div><div>Postal: Enter Postal Zip code</div><div>County: Enter county (if known)</div><div>Click the <b>OK</b> button.</div></div></div>

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## DCO Hire / Rehire Procedure, Continued

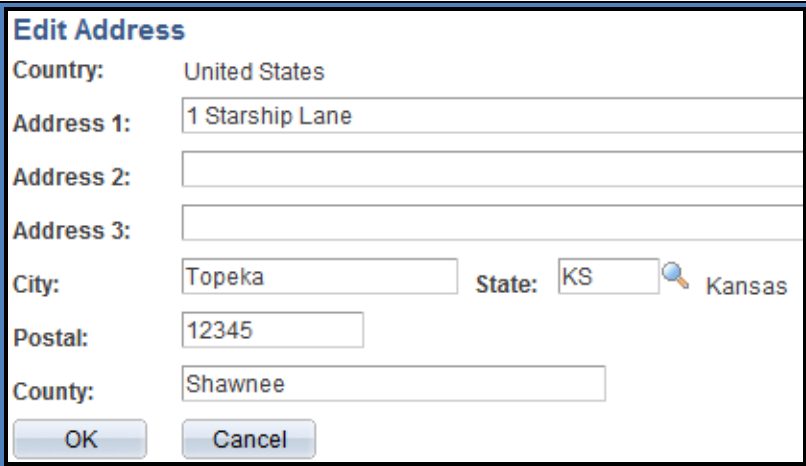
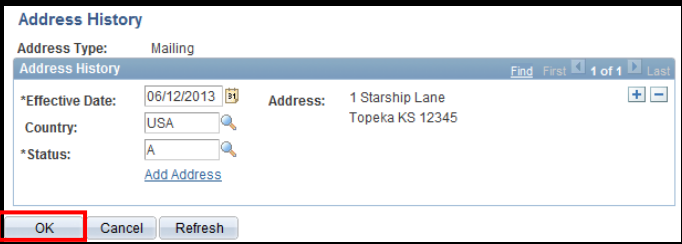

Procedure (continued)

Step	Action
9	 <p>The address will display as entered.</p> <p>Select the <b>OK</b> button.</p>
10	 <p>The Home address has been recorded. Click the “+” to add a Mailing Address.</p>
11	 <p>Click the Address Type drop down and select <b>Mailing</b>. Then click the <b>Add Address Detail</b> link.</p>
12	 <p>Click the Add Address link.</p>

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## DCO Hire / Rehire Procedure, Continued

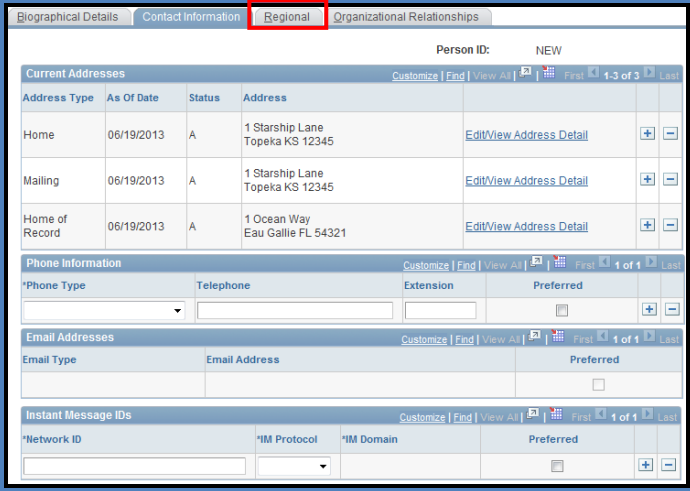
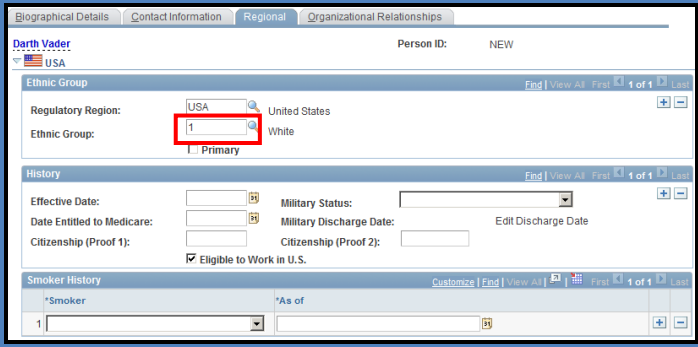
Procedure (continued)

Step	Action
13	 <p>Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the <b>OK</b> button.</p>
14	 <p>The Mailing address will be listed as entered. Click the OK button.</p>
15	 <p>Click the “+” and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.</p>

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## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

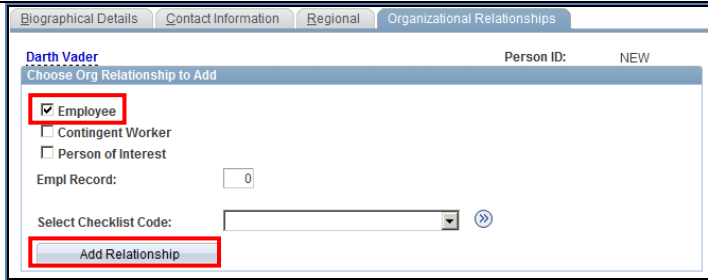
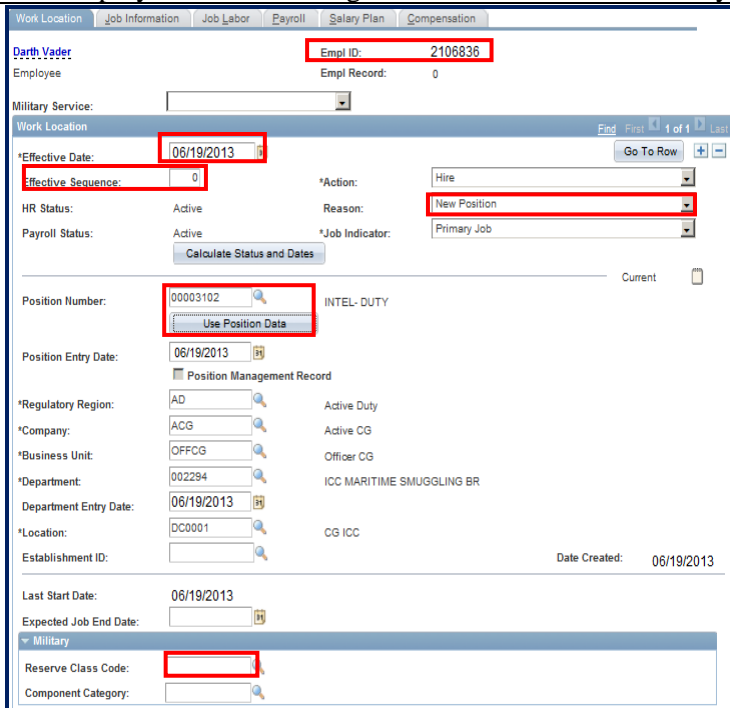
Step	Action
16	 <p>The Phone Information, Email Address and Instant Message IDs are left blank.</p> <p>Select the <b>Regional</b> Tab.</p>
17	 <p>Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank.</p> <p>Select the <b>Organizational Relationship</b> Tab.</p>

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## DCO Hire / Rehire Procedure, Continued

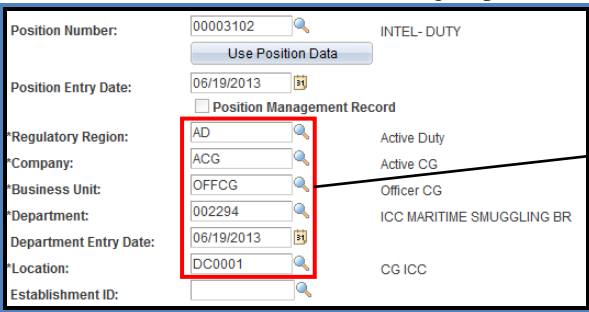
### Procedure (continued)

Step	Action
18	 <p>Check the <b>Employee</b> box, and then click the <b>Add Relationship</b> button.</p> <p>The Employee ID number is generated and will automatically navigate to Job Data.</p>
19	 <p>The effective date defaults to the current date. This date may be future dated to reflect actual hire date.</p> <p>For a Reservist enter the appropriate Reserve Class Code</p> <p>If accession was preceded by a discharge from the Coast Guard (active or reserve component) change the <b>Effective Sequence</b> field to the next number (e.g. change “0” to “1”) because the discharge has already created a new row in Job Data with the same effective date.</p>

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## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

Step	Action
19 cont.	<p>Reason: Click the drop down and select New Position.</p> <p>Enter the appropriate Position Number that is provided by the order issuing authority with the accession authorization. In this example we use 00003102. You may click on the lookup button to search for other position numbers.</p> <p>Position Entry Date: Date of Hire.</p> <p>Click the <b>Override Position Data</b> button.</p> <p>The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location information will default to the data identified with the position number entered. You may need to change data depending on the type accession you are completing.</p> <ul style="list-style-type: none"> <li>Regulatory Region: AD – If reserve commission, click the lookup icon and select the appropriate region (IRR/SELRES).</li> <li>Company: ACG</li> <li>Business Unit: OFFCG or click the lookup icon and select OFECG for an officer who may qualify for Special Rate of Basic Pay (O1E, O2E or O3E), See Pay manual Chapter 2.A.10.</li> <li>Department: Enter the department number for member as authorized by the accession authority.</li> <li>Department Entry Date: Date of Hire</li> <li>Location: Default with data matching Department entered.</li> </ul> <div data-bbox="337 1024 922 1333">  <p>The screenshot shows a form with the following fields and values:</p> <ul style="list-style-type: none"> <li>Position Number: 00003102 (with a lookup icon)</li> <li>Position Entry Date: 06/19/2013 (with a calendar icon)</li> <li>Regulatory Region: AD (with a lookup icon)</li> <li>Company: ACG (with a lookup icon)</li> <li>Business Unit: OFFCG (with a lookup icon)</li> <li>Department: 002294 (with a lookup icon)</li> <li>Department Entry Date: 06/19/2013 (with a calendar icon)</li> <li>Location: DC0001 (with a lookup icon)</li> <li>Establishment ID: (empty)</li> </ul> <p>The Business Unit field is highlighted with a red box. An arrow points from the text 'OFFCG or click the lookup icon and select OFECG' to the Business Unit field.</p> </div> <div data-bbox="1149 972 1511 1291"> <p>If you are completing an accession of an officer who qualifies for Special Rate of Basic pay, set the <b>Business Unit</b> field to "OFECG" (Officer Prior Enlisted Service CG), acknowledge the warning message regarding the Job Code field (Click OK to dismiss). Set the <b>Job Code</b> field on the Job Information tab (Step 20) to the code corresponding to ENS, LTJG or LT. Ensure the paygrade (O1E, O2E or O3E) is set correctly on the Salary Plan tab (Step 25).</p> </div> <div data-bbox="1149 1312 1511 1417"> <p>Immediately submit a PPC Customer Care Help Ticket notifying PPC you have accessed a member eligible for Special Rate of Basic Pay.</p> </div>

## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

Step	Action
19 cont.	<p>The screenshot displays the 'Job Information' tab in the DCO Hire/Rehire system. The form is for employee 'Darth Vader' (Empl ID: 2106836). Key fields include:         <ul style="list-style-type: none"> <li><b>Effective Date:</b> 06/19/2013</li> <li><b>Position Number:</b> 00003102</li> <li><b>Position Entry Date:</b> 06/19/2013</li> <li><b>Regulatory Region:</b> AD</li> <li><b>Company:</b> ACG</li> <li><b>Business Unit:</b> OFFCG</li> <li><b>Department:</b> 002294</li> <li><b>Department Entry Date:</b> 06/19/2013</li> <li><b>Location:</b> DC0001</li> <li><b>Establishment ID:</b> (empty)</li> <li><b>Last Start Date:</b> 06/19/2013</li> <li><b>Expected Job End Date:</b> (empty)</li> <li><b>Reserve Class Code:</b> (highlighted with a red box)</li> <li><b>Component Category:</b> (highlighted with a red box)</li> </ul> </p> <p>If this is a Reserve Commission, you will need to select the appropriate Reserve Classification Code describing the officer's military obligation (e.g. "Inact Du Officer w/in 8 yr obl" for an officer with no prior, or less than 8 years prior, service or "w/Svc Oblig not in another Clas" for a prior service officer).</p> <p>Click on the <b>Job Information Tab</b>.</p>

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## DCO Hire / Rehire Procedure, Continued

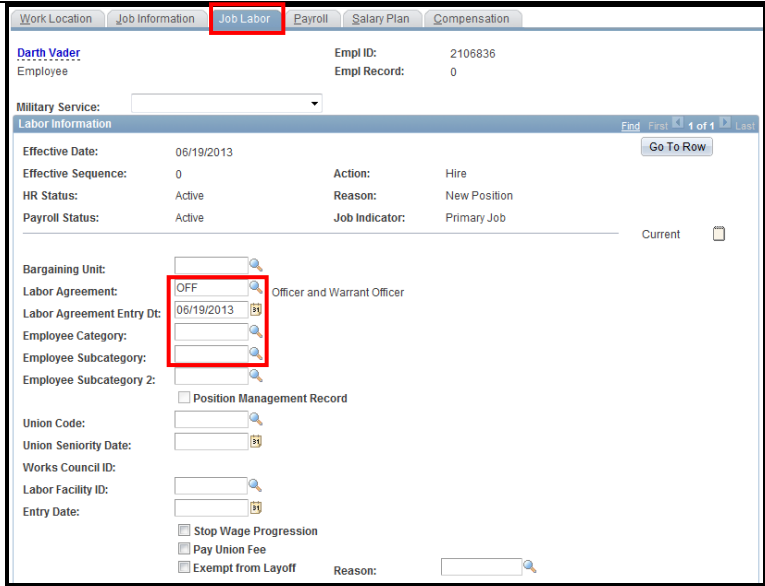
### Procedure (continued)

Step	Action
20	<div data-bbox="342 464 1086 1087"> </div> <p>Job Code: Will default with data applicable to Position Number entered or it will be blank if you changed the Business Unit field in the previous step. If hiring to different rank or if it is blank, click the lookup icon and select the applicable code.</p> <p>Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.</p> <p>Employee Class: Click on the drop-down and select the appropriate entry. If a Reserve commission, enter IRR/SELRES as appropriate.</p> <p>Click on the <b>Job Labor</b> Tab.</p>

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## DCO Hire / Rehire Procedure, Continued

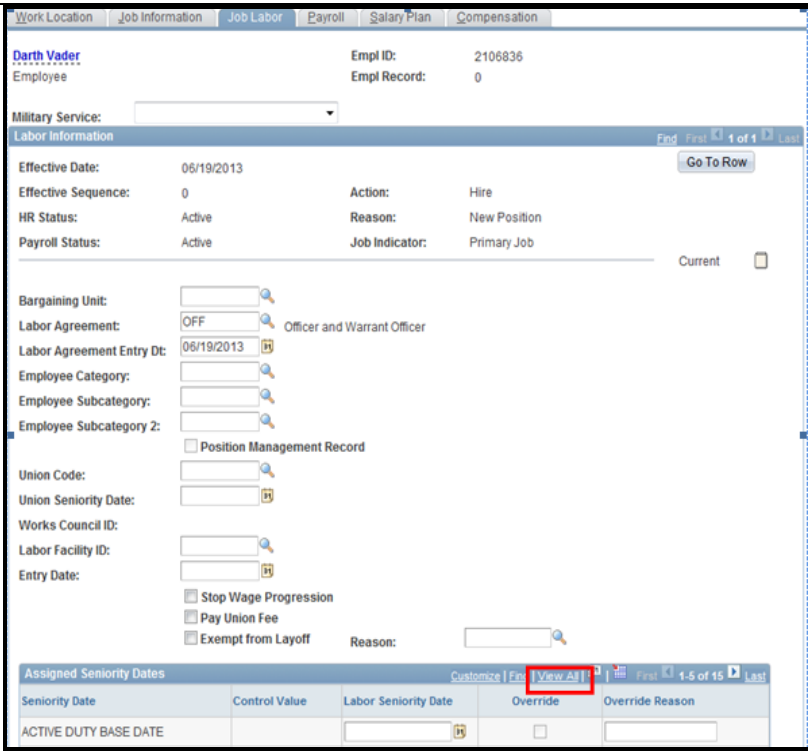
### Procedure (continued)

Step	Action
21	<div data-bbox="339 464 1099 1045">  </div> <p>Labor Agreement: Click on the lookup icon and select <b>OFF</b>.  Labor Agreement Entry Dt: Will default to date of hire.</p> <p>Select the appropriate Employee Category</p> <p>If accession and EAD begin dates are the same, set the Training Pay Code (<b>Employee Subcategory</b>) to "A". If the member doesn't report for active duty on the same date as the accession, set the Training Pay Code (<b>Employee Subcategory</b>) to "P=Awaiting IADT". Select the appropriate Reserve Classification Code describing the officer's military obligation (e.g. "Inact Du Officer w/in 8 yr obl" for an officer with no prior, or less than 8 years prior, service or "w/Svc Oblig not in another Clas" for a prior service officer).</p>

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## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

Step	Action
22	 <p>Scroll down the page to <b>Assigned Seniority Dates</b> and select <b>View All</b>.</p>

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## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

Step	Action																																																																																
23	<div> <div>Assigned Seniority Dates</div> <div> <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View 5</a>   <a href="#">1-15 of 15</a>   <a href="#">First</a>   <a href="#">Last</a> </div> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>06/18/2043</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>06/18/2043</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>06/18/2021</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>000096</td> <td>06/19/2013</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>The following data entries are based on an active duty officer with no prior service. If a member has prior military service, you must calculate and enter the appropriate dates as applicable. <b>Do not</b> enter any information in the Reserve data fields <u>if hiring an active duty officer</u>. Only enter dates as indicated. All other fields are blank.</p> <ul style="list-style-type: none"> <li>• Active duty Base Date: Date of Hire (or calculated ADBD if prior service)</li> <li>• AD Pay Scale Date: Date of Hire</li> <li>• CMA Date: See Chapter 3 of PAYMAN</li> <li>• Commission Date: Date of Hire</li> <li>• Current Active Duty Date: Date of Hire</li> </ul> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		06/19/2013	<input type="checkbox"/>		AD PAY SCALE DATE		06/19/2013	<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE		06/19/2013	<input type="checkbox"/>		COMMISSION DATE		06/19/2013	<input type="checkbox"/>		CURRENT AD DATE		06/19/2013	<input type="checkbox"/>		DIEMS DATE		06/19/2013	<input type="checkbox"/>		EXPECTED AD TERM DATE		06/18/2043	<input type="checkbox"/>		EXPECTED LOSS DATE		06/18/2043	<input type="checkbox"/>		JOB FAMILY ENTRY DATE		06/19/2013	<input type="checkbox"/>		MIL OBLIGATION COMPL DATE		06/18/2021	<input type="checkbox"/>		PAY ALLOWANCE DATE		06/19/2013	<input type="checkbox"/>		PAY BASE DATE		06/19/2013	<input type="checkbox"/>		DATE OF RANK	000096	06/19/2013	<input type="checkbox"/>		ROTATION DATE			<input type="checkbox"/>	
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## DCO Hire / Rehire Procedure, Continued

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### Procedure (continued)

Step	Action
23 cont.	<ul style="list-style-type: none"><li>• DIEMS Date: Date of Hire (or the date the member first became a member of the armed forces, including delayed entry.</li><li>• Expected AD Term Date: 30 years from accession or date before 60<sup>th</sup> date of birth (for a Reserve commission leave blank)</li><li>• Expected Loss Date: 30 years from accession or day before 60<sup>th</sup> date of birth. If prior Officer service (non Warrant Officer), loss date will be less any prior commission time served in any branch or component.</li><li>• Job Family Entry Date: Date of Hire</li><li>• Mil Obligation Completion date: 8 years from accession if no prior military service, or the MSO completion date if member had prior military service.</li><li>• Pay Allowance Date: Date of Hire</li><li>• Pay Base Date: Date of Hire (or calculated PEBD if prior military service)</li><li>• Date of Rank: Date of Hire</li> <li>• Reserve Fields:</li><li>• Reserve Anniversary Date: Date of Hire</li><li>• RSV Eligibility Date: Date of Hire</li><li>• RSV Initiation Date: Date of Hire</li></ul> <p>Click on the <b>Payroll</b> Tab.</p>

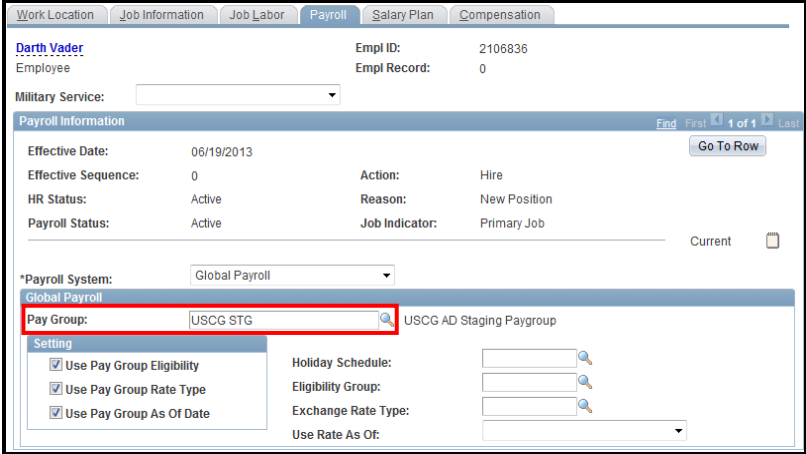
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## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

Step	Action
24	 <p>The <b>Pay Group</b> should default to USCG STG. If not, click on the lookup icon and select USCG STG.</p> <p>Click on the <b>Salary Plan</b> Tab.</p>

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## DCO Hire / Rehire Procedure, Continued

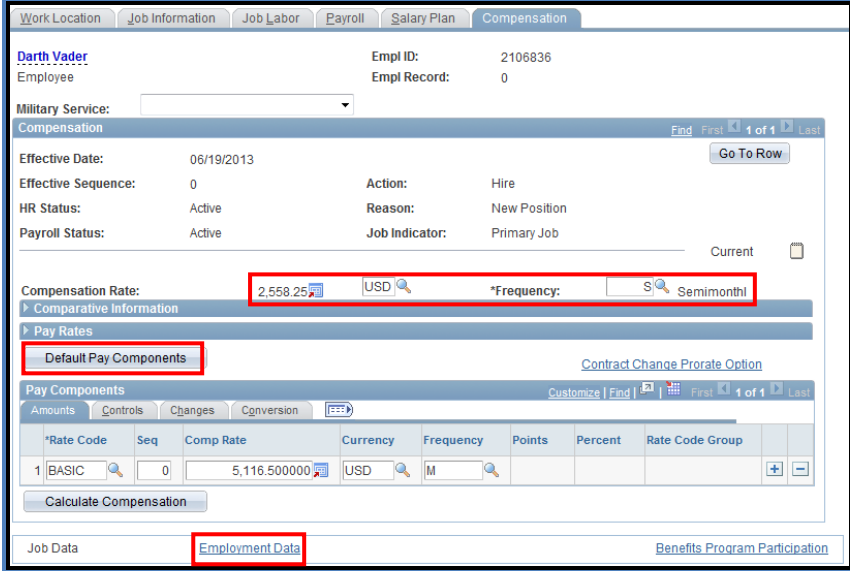
### Procedure (continued)

Step	Action
25	<div data-bbox="342 464 1263 1024"> <p>The screenshot displays the 'Salary Plan' tab for employee 'Darth Vader' (Empl ID: 2106836). The 'Military Service' dropdown is set to 'Military'. The 'Salary Plan' section shows the following details:</p> <ul style="list-style-type: none"> <li>Effective Date: 06/19/2013</li> <li>Effective Sequence: 0</li> <li>HR Status: Active</li> <li>Payroll Status: Active</li> <li>Action: Hire</li> <li>Reason: New Position</li> <li>Job Indicator: Primary Job</li> <li>Current: <input type="checkbox"/></li> </ul> <p>The 'Military' section includes fields for Rank, Worn Rank, Worn Rank Type, and Skill Grade. The 'Salary Admin Plan' is set to 'OFF', 'Grade' is 'O3', and 'Step' is '1'. The 'Step' field is highlighted with a red box. The 'Grade Entry Date' and 'Step Entry Date' are both set to 06/19/2013. The 'Includes Wage Progression Rule' checkbox is checked.</p> </div> <p>Salary Admin Plan: Should default to <b>OFF</b> or <b>OFE</b> for an officer with more than four years prior enlisted service.</p> <p>Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example O3 based on the Job Code.</p> <p>Step: The step corresponds to a member's longevity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example 1 = less than 2 years of military service, then Tab.</p> <p>Step Entry Date: Will default to date of Hire.</p> <p>Click on the <b>Compensation</b> Tab.</p>

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## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

Step	Action
26	<div></div> <p>Click on the <b>Default Pay Components</b> button. This will automatically update the <b>Compensation Rate</b> data.</p> <p>Click the <b>Employment Data</b> link.</p>

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## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

Step	Action
27	<div> <div> <div>Employment Information</div> <div> <div>Darth Vader</div> <div>Empl ID: 2106836</div> <div>Employee</div> <div>Empl Record: 0</div> </div> <div> <div>Military Service:</div> <div></div> </div> </div> <div> <div>Organizational Instance</div> <div> <div>Organizational Instance Rcd: 0</div> <div>Original Start Date:</div> <div>First Start Date:</div> <div>Termination Date:</div> <div>Org Instance Service Date:</div> </div> <div> <div>Override</div> <div>Years</div> <div>Months</div> <div>Days</div> </div> </div> </div> <div> <div>Organizational Assignment Data</div> <div> <div>Instance Record</div> <div> <div>Last Assignment Start Date: 06/19/2013</div> <div>First Assignment Start: 06/19/2013</div> <div>Assignment End Date:</div> <div>Home/Host Classification: Home</div> <div>Company Seniority Date:</div> <div>Benefits Service Date:</div> <div>Seniority Pay Calc Date:</div> <div>Probation Date:</div> <div>Professional Experience Date:</div> <div>Business Title: Lieutenant</div> </div> <div> <div>Override</div> <div>Years</div> <div>Months</div> <div>Days</div> </div> </div> </div> <div> <div>Military</div> <div> <div>USA</div> <div> <div>Owns 5% (or More) of Company</div> <div>Appointment End Date:</div> <div>Accrue Tenure Services</div> <div>Sponsor Code:</div> </div> <div> <div>Term of Enlistment:</div> <div>FTE for Tenure Accrual:</div> <div>FTE for Flex Service Accrual:</div> </div> </div> </div> <div> <div>Job Data</div> <div>Employment Data</div> <div>Benefits Program Participation</div> </div>

There are no entries to be made on this page.

Note: Do not enter **Term of Enlistment** here; this is now down in **Contract Data**.

Click the **Benefits Program Participation** link.

Continued on next page

## DCO Hire / Rehire Procedure, Continued

### Procedure (continued)

Step	Action
28	<div data-bbox="337 464 1117 1222"> <p>The screenshot shows the 'Benefits Program Participation' form for employee Darth Vader (Empl ID: 2106836). The form includes sections for 'Benefit Status' and 'Benefits Administration Eligibility'. In the 'Benefit Status' section, the 'Effective Date' is 06/19/2013, 'Effective Sequence' is 0, 'HR Status' is Active, and 'Payroll Status' is Active. The 'Benefits System' is set to 'Base Benefits'. In the 'Benefits Administration Eligibility' section, there are fields for BAS Group ID and Eligibility Fields 1 through 9. At the bottom, the 'Effective Date' is 06/19/2013 and the 'Benefit Program' is ACG. The 'Job Data' link is highlighted with a red box.</p> </div> <p>Contract Term Years: Enter the number of whole years of commission, for non-prior service you would enter 30. If member had 5 years previous commission service, you would enter 25. Enter whole years only rounded to next highest year.</p> <p>Ensure <u>Benefits System</u> reads <b>Base Benefits</b></p> <p>Benefit Program: Click the lookup icon and select <b>ACG</b>.</p> <p>Effective Date: If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire.</p> <p>Click the <b>Job Data</b> link.</p>

*Continued on next page*

## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

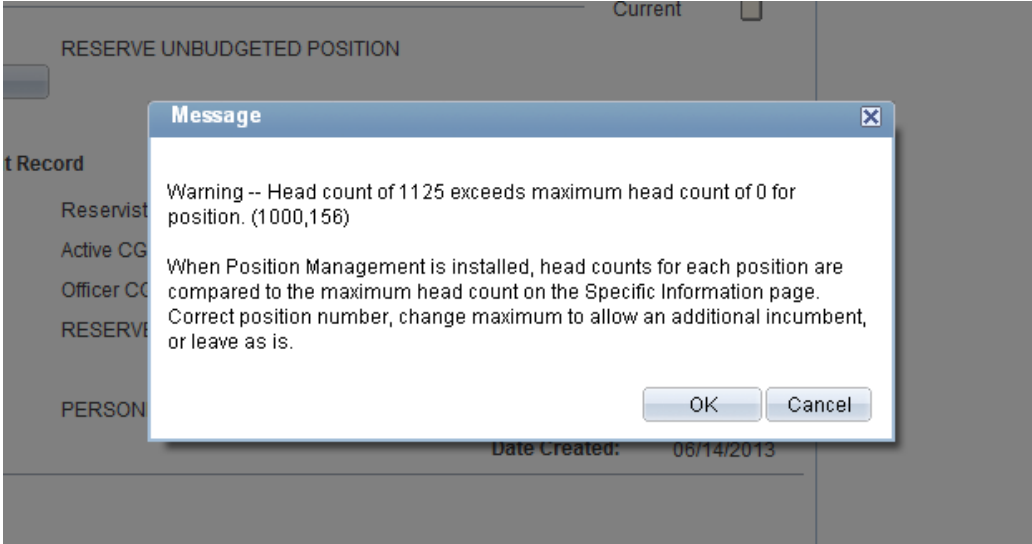
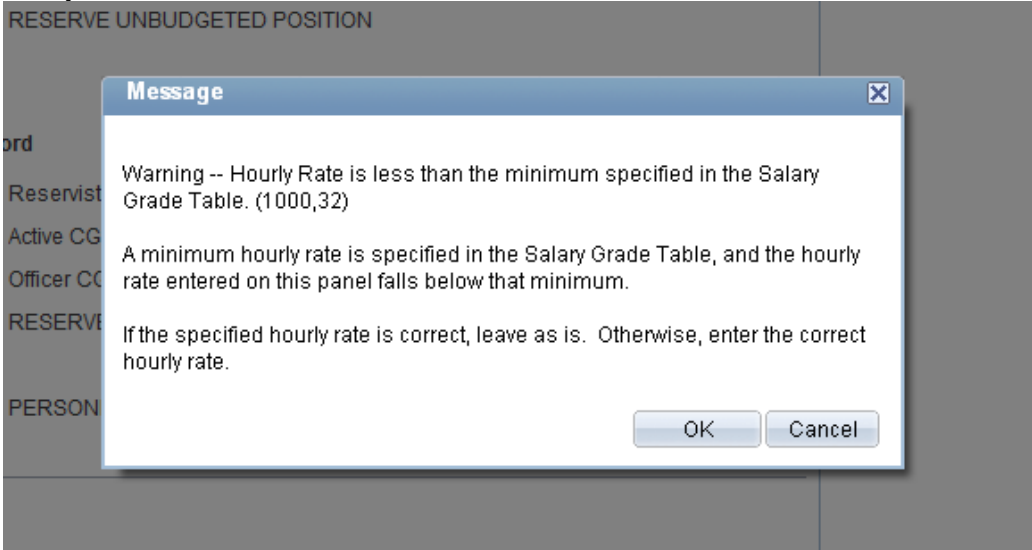
Step	Action
29	<div><div>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</div><div><b>Darth Vader</b> Employee Empl ID: 2110173 Empl Record: 0 Military Service: <input type="text"/></div><div><div>Work Location</div><div>Find First 1 of 1 Last</div><div><div>*Effective Date: 06/19/2013 <input type="text"/></div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>*Action: Hire</div><div>Reason: New Position</div><div>*Job Indicator: Primary Job</div><div>Calculate Status and Dates</div></div><div>Current <input type="text"/></div><div>Position Number: 00003102 <input type="text"/> INTEL- DUTY Use Position Data</div><div>Position Entry Date: 06/19/2013 <input type="text"/> Position Management Record</div><div>*Regulatory Region: AD <input type="text"/> Active Duty</div><div>*Company: ACG <input type="text"/> Active CG</div><div>*Business Unit: OFFCG <input type="text"/> Officer CG</div><div>*Department: 002294 <input type="text"/> ICC MARITIME SMUGGLING BR</div><div>Department Entry Date: 06/19/2013 <input type="text"/></div><div>*Location: DC0001 <input type="text"/> CG ICC</div><div>Establishment ID: <input type="text"/> Date Created: 06/19/2013</div><div>Last Start Date: 06/19/2013</div><div>Expected Job End Date: <input type="text"/></div><div><div>Military</div><div>Reserve Class Code: <input type="text"/></div><div>Component Category: <input type="text"/></div></div><div>Job Data   Employment Data   Benefits Program Participation</div><div>OK Cancel Apply</div></div></div>

Click the **OK** button.

*Continued on next page*

## DCO Hire / Rehire Procedure, Continued

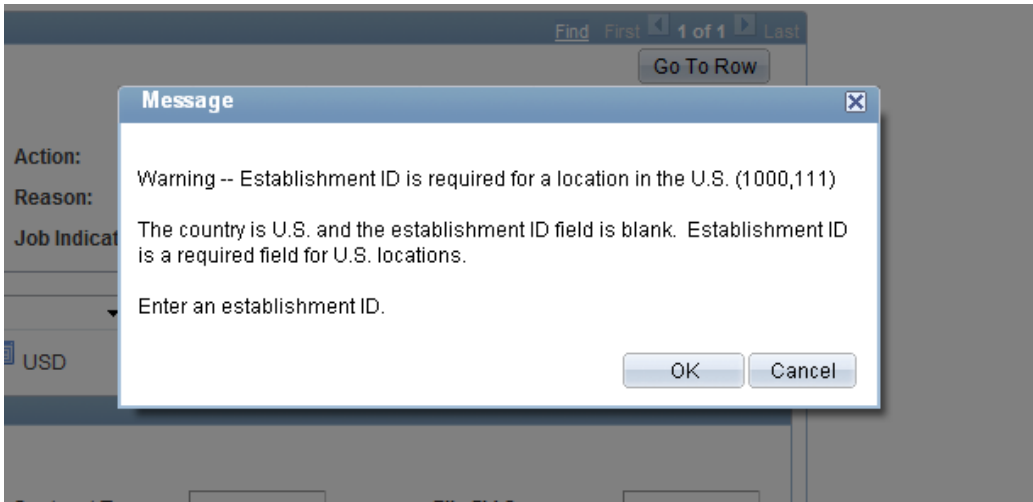
### Procedure (continued)

Step	Action
30	<p>You will receive several “Warning” messages:</p> <p>Head Count – Click the OK button.</p>  <p>Hourly Rate – Click the OK button.</p> 

*Continued on next page*

## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

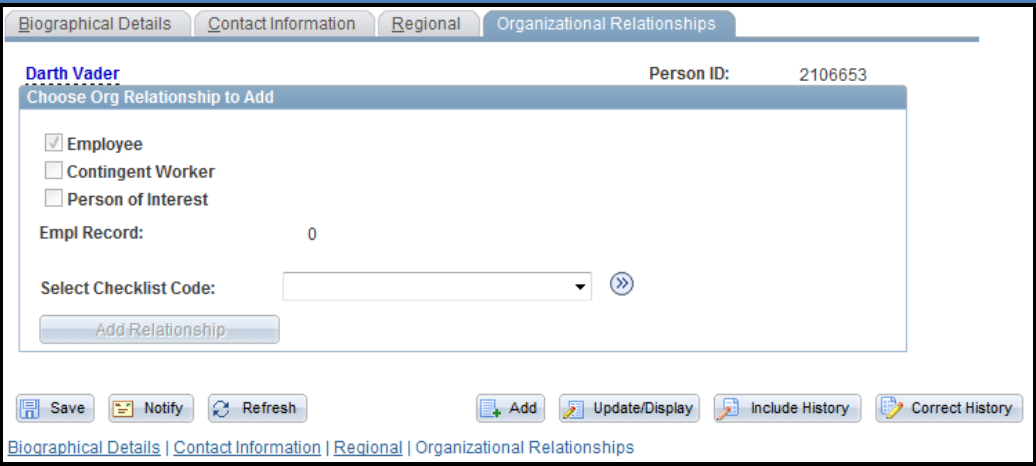
Step	Action
30 cont.	<p>Establishment ID Click the OK button.</p> 

*Continued on next page*



## DCO Hire / Rehire Procedure, Continued

Procedure (continued)

Step	Action
31	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p>  <p>The accession is now ready for review and approval (see next page).</p>

# Accession Approval

## Introduction

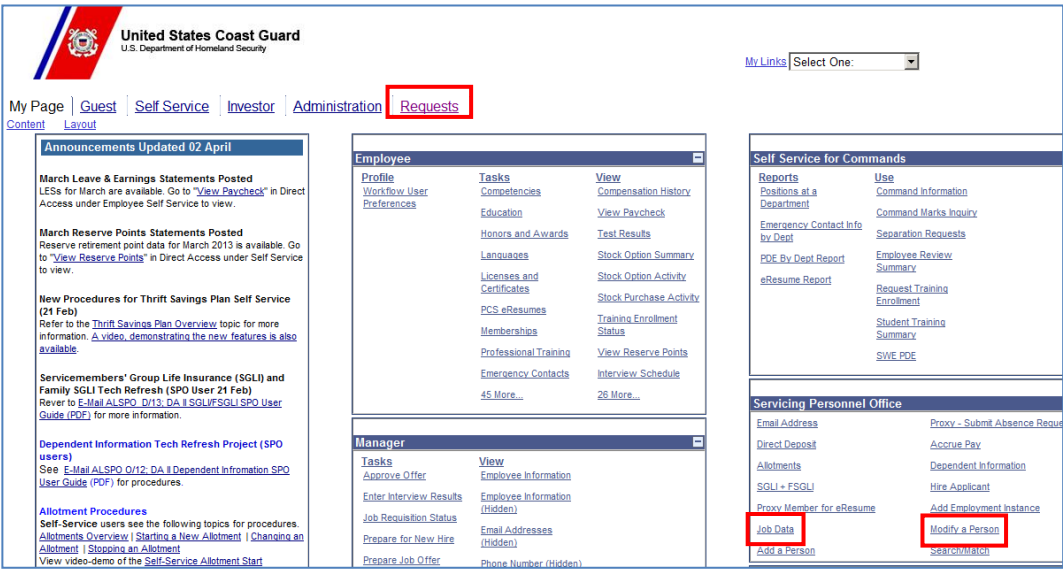
This section provides the procedure for approving an accession.

## Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

## Procedure

Follow these steps to approve an accession.

Step	Action
1	<div><p>As approver you should review/audit the accession process prior to approval.</p><p>From the Portal Page you click the <b>Modify a Person</b> and <b>Job Data</b> links for review/audit. Once you have completed review, follow the procedures below for approval.</p><p>From the Portal Page, select <b>Requests</b> located at the top of the page.</p></div>

*Continued on next page*

## Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div><div><div><div><div><a href="#">My Page</a></div><div><a href="#">Guest</a></div><div><a href="#">Self Service</a></div><div><a href="#">Investor</a></div><div><a href="#">Administration</a></div><div><b>Requests</b></div></div><div><div><a href="#">Content</a></div><div><a href="#">Layout</a></div></div></div><div><div><div>Requests</div><div><div><a href="#">Submit an Absence Request</a></div><div><a href="#">Submit a Delegation Request</a></div><div><a href="#">PHS Submit Retirement Docs</a></div></div><div><div><a href="#">View My Absence Requests</a></div><div><a href="#">View My Requests (all types)</a></div></div></div></div><div><div><div>Request Reports</div><div><div><a href="#">Absence Request Listing</a></div></div></div></div></div><div>Click the <b>View My Requests (all types)</b> link.</div></div>

*Continued on next page*

## Accession Approval, Continued

### Procedure (continued)

Step	Action
3	<div> <h3>View My Action Requests</h3> <p>Sylvester Cat .....</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <div> <input type="radio"/> My Submitted Requests           <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests         </div> <div>           Transaction Name: <input type="text" value="All Transactions"/> </div> <div>           Transaction Status: <input type="text" value="Pending"/> </div> <div>           Submission From Date: <input type="text" value=""/> </div> <div>           Submission To Date: <input type="text" value=""/> </div> <div> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </div> </div> <p>Select the <b>Requests I am Approval For</b> radio button.</p> <p>The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.</p> <p>Click the <b>Populate Grid</b> button.</p>

*Continued on next page*

## Accession Approval, Continued

### Procedure (continued)

Step

4

Action

## View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name: All Transactions

Transaction Status: Pending

Submission From Date:

Submission To Date:

Populate Grid

Refresh

Customize   Find   View All   First 1-5 of 5 Last							
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select **Approve/Deny** for the member you are approving.

*Continued on next page*

## Accession Approval, Continued

Procedure (continued)

Step	Action
5	<div> <div> <div>Action Request</div> <div> <div>Approval/SOD for Accessions</div> <div>Darth Vader</div> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div> <div>Request Details</div> <div>Employee ID: 1234567</div> </div> <div> <div>Request Approvers</div> <div>Approver: 7654321 Sylvester Cat</div> </div> <div> <div>Comment:</div> <div></div> </div> <div> <div>Approve</div> <div>Deny</div> </div> </div> <div> <div>Accessions Hire Approval</div> <div> <div>Delegation Approval Process: Pending View/Hide Comments</div> <div>One Approval level</div> <div> <div>Pending</div> <div> <div>Sylvester Cat</div> <div>Initial Approve Action Request</div> </div> </div> <div> <div>Comment History</div> <div> <div>Mickey Mouse at 05/18/2013 - 2:55 PM</div> <div>View History</div> </div> </div> </div> </div> <p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either <b>Approve</b> or <b>Deny</b>.</p> </div></div>

*Continued on next page*

## Accession Approval, Continued

Procedure (continued)

Step	Action
6	<div> <div> <b>Action Request</b> <hr/> <b>Approval/SOD for Accessions</b> <hr/> Darth Vader <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div> <b>Request Details</b> <hr/> Employee ID: 1234567 </div> <div> <b>Request Approvers</b> <hr/> Approver: 7654321 Sylvester Cat </div> <div> Comment: <input type="text"/> </div> <div> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </div> </div> <div> <b>Accessions Hire Approval</b> <div> <div> Delegation Approval Process: <b>Approved</b> </div> <div> One Approval level <div> <div>Approved</div> <div>  Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM </div> </div> </div> <div> Comment History <div> Mickey Mouse at 05/18/2013 - 2:55 PM </div> <div> <a href="#">View History</a> </div> </div> </div> </div> <div> <p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p> <p>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</p> </div> </div>
7	Complete the “Validation of Push to DA I/8.0”



# Accessions – Contract Data

## Introduction

This section provides the procedure for completing a contract of a DCO.

## Procedure

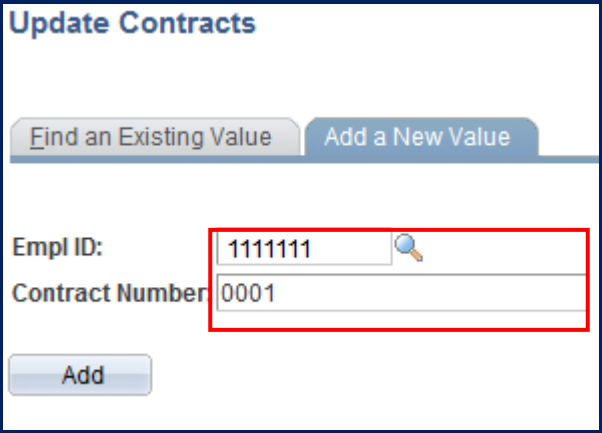
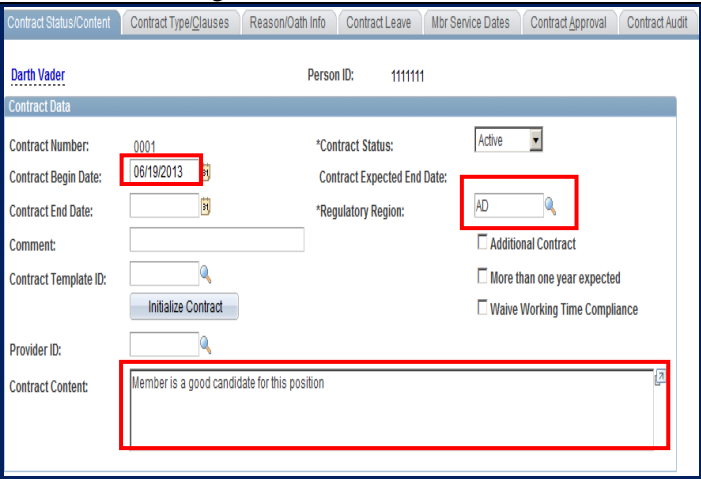
Follow these steps to approve a contract

Step	Action
1	<div></div> <p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p>
2	<div></div> <p>Click on <b>Add a New Value</b></p> <p><b>For Rehire:</b> Use <b>Find and Existing Value</b>, locate the latest contract number from Contract Status/Content and pick the next sequential number for your <b>Contract Number</b></p>

*Continued on next page*

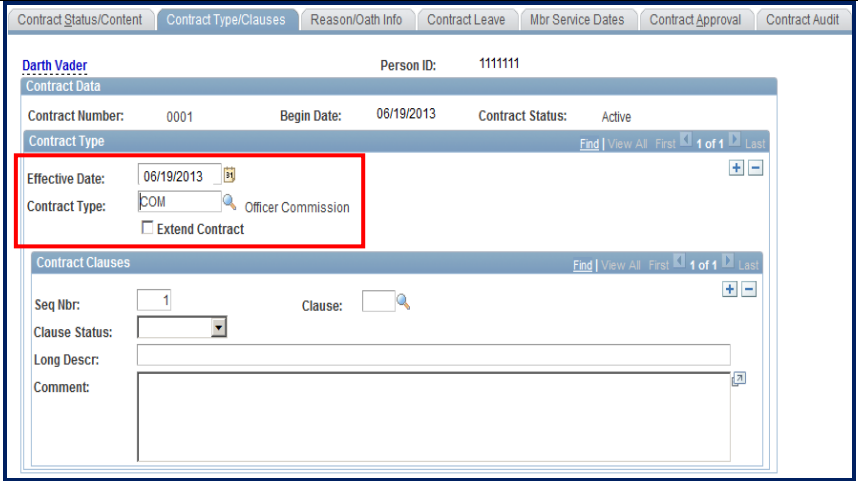
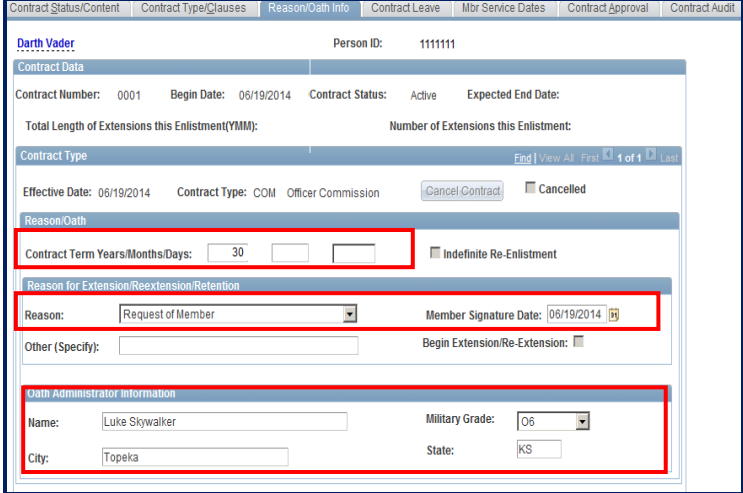


## Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 373 984 802">  </div> <p>Enter <b>EMPLID</b> and <b>Contract Number</b> (First contract = 0001) Click <b>Add</b> You will be navigated to Contract Status/Content</p>
4	<div data-bbox="360 934 1057 1409">  </div> <p>Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case AD) <b>A Contract Content statement is required</b> Navigate to <b>Contract Type/Clauses</b></p>

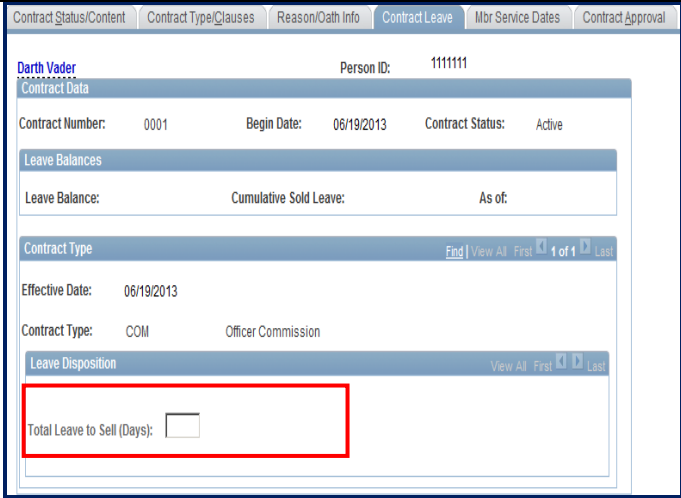
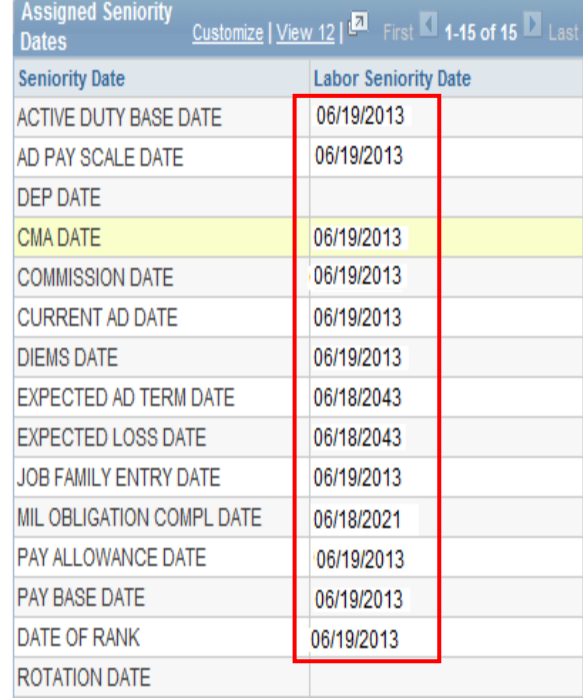
*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contact Type from the drop-down Effective date should default correctly Under Contract Clauses you may select <b>Clause status (optional/required)</b> and Enter any contractual specific comments Navigate to <b>Reason/Oath Info</b></p>
6	 <p>Contract Term Years: Enter the number of whole years of commission, for non-prior service you would enter 30. If member had 5 years previous commission service, you would enter 25. Enter whole years only rounded to next highest year.</p> <p>Select a <b>Reason</b> from the drop-down and Select <b>Member Signature Date</b> (date contract signed) Add <b>Name of Oath Administrator</b> and applicable <b>Military Grade</b> and <b>City/State</b> where contract was administered.</p> <p>Navigate to <b>Contract Leave</b> tab</p>

*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
7	<div data-bbox="321 304 998 798">  </div> <p data-bbox="321 802 649 856">Enter any leave to be sold Navigate to Mbr Service Dates</p>
8	<div data-bbox="321 865 901 1558">  </div> <p data-bbox="321 1562 1347 1680">Click <b>View All</b> on <b>Assigned Seniority Dates</b> Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify the dates entered during the ACCESSION process</u> are entered correctly. Navigate to <b>Contract Approval</b></p>

*Continued on next page*

## Accessions – Contract Data, Continued

9

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | **Contract Approval**

[Darth Vader](#) Person ID: 1111111

**Contract Data**

Contract Number: 0001 Begin Date: 06/19/2013 Contract Status: Active

**Contract Type** Find | View All First 1 of 1 Last

Effective Date: 06/19/2013 Contract Type: COM Officer Commission

**Route for Approval**

Approval Type:

Approver:

Dept of Approving SPO: 000210 CG AIRSTA DETROIT

Approval Status:

Approval Date:

**Submit for Approval**

Click on **Submit for Approval** and approval will be routed to **Approving SPO**

# Contract Approval

## Introduction




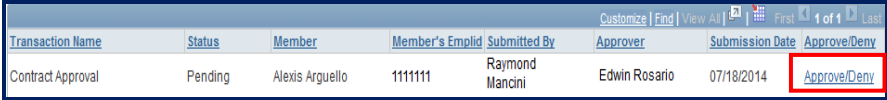
This section provides the procedure for approving a contract.

## Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

## Procedure

Follow these steps to approve a contract

Step	Action
1	 <p>Approver should select Requests</p>
2	 <p>Select View My Requests (all types)</p>
3	 <p>Select <b>Requests I am Approver For</b> and <b>Populate Grid</b></p>
4	 <p>Click on <b>Approve/Deny</b></p>

*Continued on next page*

## Contract Approval, Continued

Step	Action
5	<div> <div> <b>Action Request</b>  <b>Contract Approval</b>  <u>Arguello, Alexis Bohorquez</u>  1. Please verify the contract data and leave disposition information.  2. If Changes are needed, enter details about changes in the Comments field.  3. Click Approve or Deny button  <div> <b>Request Details</b>  Contract Number: 0001      Contract Type: ENL  Contract Status: A      Contract Effdt: 07/17/2014  Contract Begin Dt: 07/17/2014  Expected End Dt: 07/16/2022  <div>Get Details</div> <b>Request Information</b>  Contract Term: 8 Years      Mbr Signature Date: 07/17/2014  Reason: Request of Member      SRB Entitlement:  Num Extensions: 0      EXT Tour Length:  Expect AD TermDt:      Expected Loss Date: 07/16/2022  Leave Balance: 0      Cumulative Sold: 0  Total Leave Sell:  Comment: <input type="text"/>  <div> Approve Deny </div> </div> </div> </div> <p>Enter comments and click Approve or Deny  Note: selecting Deny returns contract to HRS user</p>
6	<div> <b>Contract Approval</b>  <div> Contract Approval: <b>Approved</b>  One Level Approval  <div> Approved  Edwin C. Rosario  SPO Approvers Deptid  07/18/14 - 10:53 AM </div> </div> </div> <p>Contract is approved. Member is fully Accessed into USCG</p>